

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-7046



December 24, 1980

ALL-COUNTY LETTER NO. 80-79

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide claiming instructions for the October-December 1980 quarter. Included are instructions applicable to AFDC-FG/U, Foster Care (FC), Refugee Resettlement, Cuban Program Phasedown, the Foster Care Program - Title IV-A (Services), and Licensing.

In addition, time study changes have been made for the January - March 1981 quarter applicable to the Medi-Cal and Emergency Response programs.

The following claim forms are to be utilized for the October - December 1980 quarter claim and are being forwarded to the counties under separate cover.

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	7/78	DFA 327.7	10/80
325.1A	10/78	327.7A	(optional)
		327.7B	(optional)
325.2	1/80	46*	10/80
325.3	7/79	47	10/80
325.4	7/80	43*	10/80
327.1	10/80	323	1/81
327.2	10/80	403	8/80
327.3	7/80	50	7/79
327.4	10/80	419	7/78
327.5	10/80	394	7/79
327.6	10/80	396	7/80

* The January 1, 1981 revision for the DFA 46 and 43 are to be used for the third quarter (January-March 1981)

AFDC-FG, U, Foster Care (FC)

All-County Letter No. 80-62 notified counties that Public Law 96-272 (HR 3434) is requiring the separation of the foster care program from the AFDC-FG and U programs. To accommodate this, separate lines were added on the October - December 1980 time study (DFA 43, Lines P1 and P2). In order to identify these costs on the administrative expense claim, Line B has been designated AFDC-Foster Care, and corresponding modifications have been made to the DFA 323, DFA 327.2, DFA 327.4, DFA 327.6, DFA 327.7, and the DFA 327.7A which has been expanded (327A and B). It should be noted, however, that as the result of this change the program line designations on the DFA 43 will not correspond to those on the time study summary to be used during the second quarter. (DFA 323 January 1981 revision). Care should be taken in summarizing the time spent on the eligibility and nonservice programs to ensure that time is identified to the correct programs.

Refugee Resettlement Program/Cuban Program Phasedown

All-County Letter No. 80-62 notified counties of changes on the Social Services (DFA 46) and Eligibility and Nonservice (DFA 43) Time Studies to reflect the new Refugee Resettlement Program and existing Cuban Program Phasedown. These changes have required corresponding modifications to the DFA 327.1, .2, .4, .5, .6 and .7 to accurately reflect the new program titles.

Foster Care Program - Title IVA

All-County Letters No. 80-39 and 80-58 provided counties with instructions on identifying the time/cost of those service activities potentially eligible for Title IVA funding. While California has yet to receive notice from HHS on the allowability of these costs, DSS has included those costs identified by the counties on the July - September federal claim. In order to accommodate this, your audited first quarter claim was adjusted to specifically identify those costs on the Social Service Fund Distribution Report (DFA 327.5). To preclude similar adjustments to your second quarter claim, the Foster Care Program - Title IVA has been included at the bottom of the DFA 327.1 and 327.5.

It should be noted that for allocation purposes, these costs shall continue to be offset against your existing OCSS allocation. It is, therefore, not to be confused with the AFDC-FC Eligibility/Nonservices Program which is being separately identified as the result of PL 96-272.

Licensing Program

It has been brought to our attention that some counties may be charging inappropriate activities to the Licensing Program (Line K on the DFA 46, Social Worker Time Study). Examples which have been identified include:

1. The subsequent evaluation of a placement
2. Crisis intervention between foster parents and placements
3. Removing placements

Counties are to review time study practices of Licensing workers to ensure correct procedures. State staff will be verifying compliance in this area during the February time study review. If you have any questions on allowable activities, please contact your County Fiscal Consultant at (916) 445-7046.

Medi-Cal - SSAN Validation

The Department of Health Services is proposing a special project which will involve a verification of Social Security numbers which have not been validated through a computer match with the Social Security Administration. To accommodate this project, Line C4 "SSAN Validation" has been added to the Eligibility and Nonservice Time Study (DFA 43) and Time Study Summary (DFA 323). Although specific time study instructions have been included on the DFA 43 time should not be charged to this project until specific instructions are issued by the Department of Health Services.

Emergency Response Program

All-County Letter No. 80-39 expanded those services activities which could be time studied to the Emergency Response Program. In addition to those activities, effective January 1, 1981, counties should charge to Line E time spent during the five days immediately following the emergency response, on any additional assessment or counseling activity. Do not include time spent in the pursuit of dependency action and/or placement. Such time should be charged to either Title XX CPS or Foster Care Program-Title IVA.

Claiming Form Changes

This is to summarize all form changes effective for the October - December 1980 quarter and time study changes effective with the January - March 1981 quarter.

1. DFA 46 and 47, Social Services Time Study and Time Study Summary:

Instructions were expanded under CPS Emergency Response - Basic Services to include additional assessment or counseling activity with the child or family, or collateral sources during the five working days immediately following the emergency response.

DFA 47 - Line I was retitled to Refugee Resettlement Program and Line Q - Foster Care Program - Title IV-A, was added.

2. DFA 43 and 323, Eligibility and Nonservice Time Study, and Eligibility Time Summary and Program Allocation Ratios:

- o Program lines were relettered and AFDC components expanded to include AFDC-FG/U (Line A), AFDC-FC (Line B);
- o Medi-Cal lines were expanded to include Line C4, SSAN Validation;
- o Program titles were modified for Refugee Resettlement Program (Line J-L) and Cuban Program Phasedown (Lines M-O);

- o Nonassistance Food Stamps instructions were expanded to include Cuban/Haitian Entrants.
 - o Verification of eligibility for emergency loan payment was corrected to reflect loans up to \$250 for SSI/SSP recipients.
3. DFA 327.1 - Social Services Program Distribution:
- o Line I was retitled to Refugee Resettlement Program and Line Q - Foster Care Program - Title IV-A was added.
4. DFA 327.2 - Eligibility and Nonservice Program Distribution:
- o Program lines were relettered and AFDC components expanded to include AFDC-FG/U (Line A), and AFDC-FC (Line B);
 - o Program titles were modified for the Refugee Resettlement Program (Lines J-L) and Cuban Program Phasedown (Lines M-O).
5. DFA 327.4 - Eligibility and Nonservice Modification Sheet:
- The modification for the application of the AFDC federal and nonfederal persons count has been expanded to separately reflect the AFDC-FG/U and AFDC-FC programs.
6. DFA 327.5 - Social Services and Staff Development Fund Distribution Report:
- o Line I was retitled to Refugee Resettlement Program.
 - o Line P - Foster Care Program - Title IV-A was added.
7. DFA 327.6 - Eligibility and Nonservice Nonfederal Fund Distribution Report:
- o Program lines have been relettered and AFDC components expanded to include the separate identification of AFDC-FG/U and AFDC-FC. Appropriate footnote changes reflect the normal AFDC sharing ratios.
 - o Program titles were modified for the Refugee Resettlement Program (Lines J-L) and Cuban Program Phasedown (Lines M-O).
8. DFA 327.7 - Total Expenditures Fund Distribution Report:
- The AFDC program component was expanded to separate the AFDC-FG/U and AFDC Foster Care (FC) Programs. Per revised footnotes, the AFDC Foster Care line will include both the Social Services and Eligibility/Nonservices components from the DFA 327.5 and 327.6.

All questions concerning this letter should be directed to Fiscal Policy and Procedures Bureau, Department of Social Services at (916) 445-7046.

Sincerely,

Byron A. Smith

for

CLAUDE E. FINN
Deputy Director
Administration

cc: CWDA